

# Defense Manpower Data Center (DMDC)



## Online TAP Tool

2 May 2013



# RESPONSIBILITY

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## USERS

- Command Career Counselors / Collateral Duty Career Counselors
  - Responsible for completion and submission of DD 2648 (or DD 2648-1) and DD Form 2958 online as required by law
  - To obtain access to DMDC/TAP you must complete **SAAR Form DD 2875** (TAP site requests v 1 1)
    - Complete Parts I (block 11 MUST be digitally signed using your CAC), II and III
    - Email completed SAAR to [tom.albert@navy.mil](mailto:tom.albert@navy.mil) or [david.greene@navy.mil](mailto:david.greene@navy.mil)
    - Contact OPNAV N135F, (901) 874-4254 or (901) 874-6545 for additional guidance



# Pre-Separation Counseling

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- Pre-separation should be conducted 9-12 months from EAOS
- Per [\*\*NAVADMIN 300/11\*\*](#) All 2648/2648-1s have to be completed via the DMDC website  
[www.dmdc.osd.mil/tap](http://www.dmdc.osd.mil/tap)
  - Print a copy and have member sign it, two copies to member and maintain one for your retain file
- Counseling shall include at a minimum:
  - VA e Benefits registration
  - Issuing of [\*\*DD Form 2958\*\*](#) (ITP checklist) and ITP
    - ITP block 1 to be initiated
  - Discuss required documentation for attending TGPS/TAP
  - Schedule member for TGPS or VA Benefits (for exempt members only)
    - Attendance at legacy TAP suffice for meeting the requirements of VOW Act/VEI.



# DD Form 2958 ITP Checklist

- **Section I - Member Information (completed by CCC w/mbr)**
  - Block 8/9 required for documentation of Exemptions
- **Section II, III & IV (completed by member as they work through ITP)**
  - Bold items indicate CRS and must be met based on member's desired track
    - ALL required to meet blocks 10, 13, 14, 15(AC) and 20
    - Employment track - additional blocks 15, 16, 17, 19, 22, 23
    - Educational track - additional blocks 19, 25, 26, 27
- **Section V - Required for those at risk of not attaining employment or educational goals after separation.**
- **Section VI - Upon review of sections II-IV and member's ITP the Transition Counselor and member's command representative must verify whether or not CRS has been met.**
  - Either FFSC Staff or CCC may sign block 32a; block 33a must be signed by member's command.
- **Ensure DD Form 2958 is electronically submitted to DMDC** 4  
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